

**STANDING OPERATING PROCEDURE (SOP), DEFENSE CIVILIAN PAY SYSTEM (DCPS)  
DECENTRALIZED ONLINE TIME AND ATTENDANCE (T&A) REPORTING, 01 Jun 03**

SS	-	Sunday Work, Second Shift (Ungraded)
ST	-	Sunday Work, Third Shift (Ungraded)
HG	-	Holiday Work (Graded)
HF	-	Holiday Work, First Shift (Ungraded)
HS	-	Holiday Work, Second Shift (Ungraded)
HT	-	Holiday Work, Third Shift (Ungraded)
HC	-	Holiday Work, Callback

**b. LEAVE HOURS – PAID.**

LA	-	Annual
LB	-	Advanced Annual (only when Advance Leave Indicator is "1")
LC	-	Court
LF	-	Forced Annual
LG	-	Advanced Sick (LS must be exhausted before using LG)
LH	-	Holiday
LI	-	Military, DC Guard
LL	-	Law Enforcement
LM	-	Military
* - LN	-	Administrative (TAG and/or HRO authorized close down or delay of operations due to flood, tornado, hurricane, snow, security threat etc.)
LP	-	Annual, Restored #3
LQ	-	Annual, Restored #2
LR	-	Annual, Restored #1
LS	-	Sick
LT	-	Traumatic Injury (COP)
LU	-	Date Of Traumatic Injury
LV	-	Excused Absence (Supervisor authorized blood donation, voting, required <u>technician</u> exam, require <u>technician</u> physical, etc.)
LX	-	Nonwork, Paid (Day Of Death Or Sabbatical)
LY	-	Time Off Award (Leave)

**c. LEAVE HOURS – NONPAID.**

KA	-	LWOP (personal - not called to active duty)
KB	-	Suspension - SF 50
KC	-	AWOL
KD	-	Office of Worker Compensation Program (OWCP) - SF 50
KE	-	Furlough
KG	-	Military Furlough (called to active duty) – not State Active Duty (SAD)

**d. COMPENSATORY HOURS.**

CE	-	Compensatory Time Earned
CT	-	Compensatory Time Taken
CA	-	Religious Compensatory Time Taken

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CR – Religious Compensatory Time Earned

CD – Credit Hours Earned

CN – Credit Hours Taken

e. ENVIRONMENTAL / HAZARD CODES (HRO authorized).

(1) Environmental (GS – Pay Status / FWS – Actual Exposure)

EA – Flying

EB – High Work – Work on, above, below, or suspended from or between high structures

EK – Exposure to Hazardous Weather Or Terrain

EM – Ground Work Beneath Hovering Helicopter

EW – Welding, Cutting, Or Burning in Confined Spaces

(2) Environmental (GS/ FWS – Pay Status)

FB – Explosives and Incendiary Material – High Degree

FC – Explosives and Incendiary Material – Low Degree

FD – Poisons (Toxic Chemicals) – High Degree

FE – Poisons (Toxic Chemicals) – Low Degree

FK – Work in Fuel Storage Tanks

**NOTE:** The Environmental/Hazard Code includes all types of pay differentials authorized for graded employees who work irregular or intermittent hazardous duty. It also includes all types of environmental differentials paid to ungraded employees for exposure to various degrees of hazards, physical hardship, and working conditions of an unusual nature.

The same code is used for graded and ungraded employees whenever the definitions of conditions for each code are the same or similar in nature.

f. OTHER CODES - REPRESENTATIONAL (UNION) HOURS.

\* [ BA – Negotiations  
BD – Labor/Management Relationship  
BK – Grievance and Appeals

**NOTE:** Official time allotted technicians for union and other representational functions and will be reported in the (ENV/HZ/OTH) field as an exception through Timecard Format 1.

g. FAMILY MEDICAL LEAVE CODES (Family Medical Leave Act (FMLA)) must be requested in writing, supported by medical documentation, and approved by HRO.

DA – Birth of son/daughter or care of newborn

DB – Adoption or foster care

DC – Care for spouse, son daughter, or parent with a serious health condition

DD – Serious health condition of employee

o. Representational Hours (BA/BD/BK).

p. Holiday Leave (LH) - System Generated.

**ARNG FINANCIAL SERVICES CENTER (FSC) - INDIANAPOLIS**